



APPLICATION FOR EMPLOYMENT

Custom Craft Contractors, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL:

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Sought _____ Full Time Part Time Date Available _____

Salary Desired _____ Phone Number _____ Email _____

Social Security Number _____ Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? Yes No
If offered employment, you will be required to provide documentation to verify eligibility.

How were you referred to us? Newspaper Walk-In Friend Relative Other _____

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed (circle one) ^{1 2 3 4} Diploma: Yes No G.E.D.: Yes No

School(s) _____ City/State _____

College and/or Vocational School: Number of Years Completed (circle one) ^{1 2 3 4}

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held _____ License Expiration Date _____

Other Professional Memberships _____

You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.

**This application for employment is good for 30 days only.
Consideration for employment after 30 days requires a new application.**

Have you ever been employed by Custom Craft Contractors, Inc.? Yes No
If so, please state dates of employment: _____

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than minor traffic offense? Yes No If yes, explain: _____
A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

EMPLOYMENT HISTORY: List last employer first, including U.S. Military Service.

May we contact your present employer? Yes No
If any employment was under a different name, indicate name _____

①
Employer _____ Address _____
City _____ State _____ Phone _____
Position _____ Dates of Employment: From _____ mo/yr To _____ mo/yr
Salary _____ Supervisor _____ Department _____
Duties _____ FT PT No. of Hrs. _____
Reason for Leaving _____

②
Employer _____ Address _____
City _____ State _____ Phone _____
Position _____ Dates of Employment: From _____ mo/yr To _____ mo/yr
Salary _____ Supervisor _____ Department _____
Duties _____ FT PT No. of Hrs. _____
Reason for Leaving _____

③
Employer _____ Address _____
City _____ State _____ Phone _____
Position _____ Dates of Employment: From _____ mo/yr To _____ mo/yr
Salary _____ Supervisor _____ Department _____
Duties _____ FT PT No. of Hrs. _____
Reason for Leaving _____

If you wish to describe additional work experience, attach the information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job for misconduct? Yes No

If yes, explain: _____

OTHER QUALIFICATIONS OR SKILLS:

Describe any special qualifications or skills you have acquired, which you believe to apply to the position you seek:

If computer skills are required for the position you have applied for, please list those skills below:

Please indicate foreign languages you are familiar with:

Language _____ Fluent Good Fair Speak Read Write

Language _____ Fluent Good Fair Speak Read Write

Language _____ Fluent Good Fair Speak Read Write

REFERENCES:

Professional	Personal
Name _____	Name _____
Address _____	Address _____
City _____ State__	City _____ State__
Relationship _____	Relationship _____
Phone (____)_____	Phone (____)_____
Name _____	Name _____
Address _____	Address _____
City _____ State__	City _____ State__
Relationship _____	Relationship _____
Phone (____)_____	Phone (____)_____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Custom Craft Contractors, Inc. to verify their accuracy, initiate a criminal history background check, examine my credit history, and to obtain reference information on my work performance and history. I hereby release Custom Craft Contractors, Inc. and it's designee from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of Custom Craft Contractors, Inc. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or Custom Craft Contractors, Inc. may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____

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